ACS EDI Gateway, Inc.
Electronic Claims Acquisition Services

WINASAP2003 Quick Reference Guide
Version 5.16

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1 INTRODUCTION

To use Winasap2003, your personal computer must meet the following minimum requirements:

- Windows 98 Second Edition, Windows, NT, Windows 2000 (Service pack 3 or higher), Windows XP and Windows Vista Operating Systems.
- Pentium Processor
- 25 megabytes of free disk space
- 128 megabytes of RAM
- Monitor resolutions of 800 x 600 pixels
- Hayes compatible 9600 baud asynchronous modem
- Telephone connectivity

The Installation package and Users Manual can be downloaded from our Internet address www.acs-gcro.com. Go to "WINASAP2003" link and then "WINASAP2003 Software Download" link. The Users Manual could be downloaded by selecting the "Manuals & Guides" link. This Quick Reference Guide will walk you through everything you need to do to get started using WINASAP2003.

> **Note:** After installation, the "Help" function within WINASAP2003 covers the same topics as does the User Manual.

If WINASAP2003 does not load correctly or does not execute properly, please call ACS' EDI Support Unit for assistance. **WindowsNT, Windows 2000, Windows XP and Windows Vista users: You MUST have administrative rights to your system in order to install WINASAP2003**. Please contact your system administrator for assistance.

2 INSTALLING WINASAP2003

The installation and setup of WINASAP2003 is an easy, two-step process:

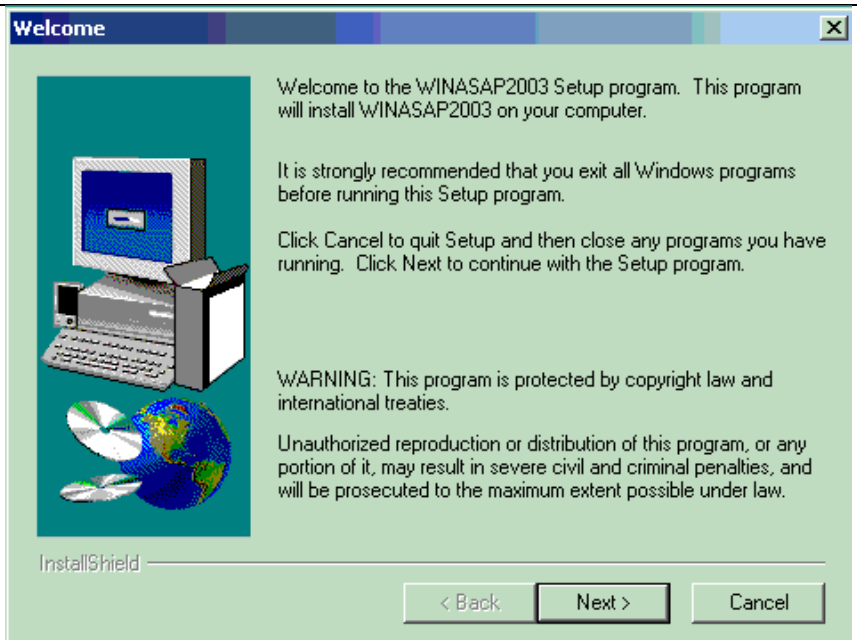
1- ***Install*** the WINASAP2003 software on your PC.
2- ***Start*** WINASAP2003 and set up your *Trading Partner* and *Reference* tables.

STEPS	ACTIONS
1	Terminate all active programs / applications before you install WINASAP2003 in order to avoid potential system conflicts or errors.
2	Double click the Installation package that you have downloaded on the www.acs-gcro.com website. Winasap2003. exe

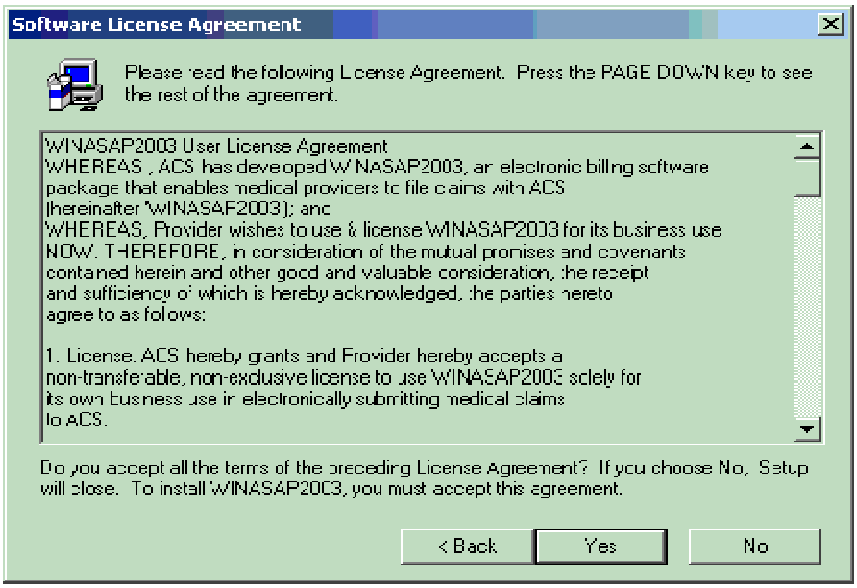
3	When the first Welcome Window displays, click the **Continue** button.

WINASAP2003 - Welcome
ACS EDI GATEWAY, INC.
Welcome to WINASAP2003 Installation.
To install the software follow the installation prompts. When completed launch the software and enter 'ASAP' for the password.
Be sure you have at least 20 megabytes of free disc space.
If you have any problems during the installation process please contact the EDI Helpdesk at 1 (800) 987-6715.
EDI Helpdesk;
InstallShield
Continue
Cancel

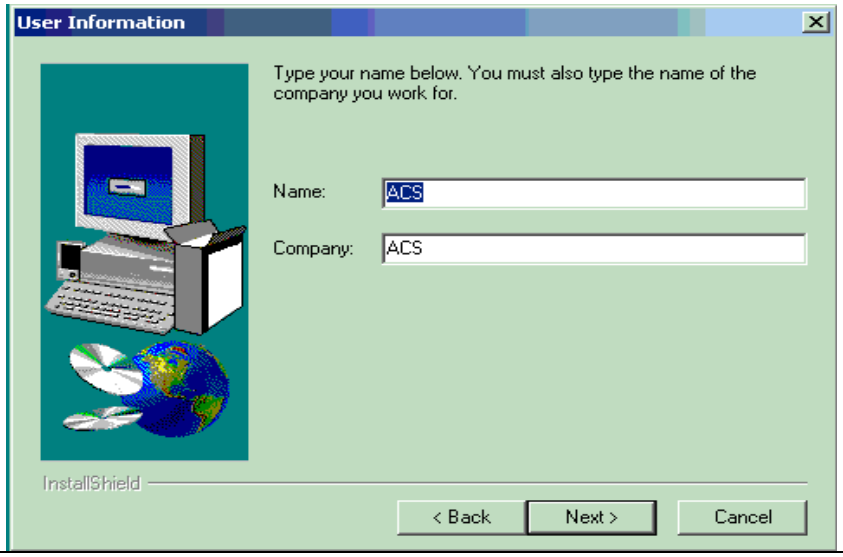
4	When the second Welcome Window displays, click the **Next** button.


Welcome
Welcome to the WINASAP2003 Setup program. This program will install WINASAP2003 on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup program.
Click Cancel to quit Setup and then close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
InstallShield
< Back
Next >
Cancel

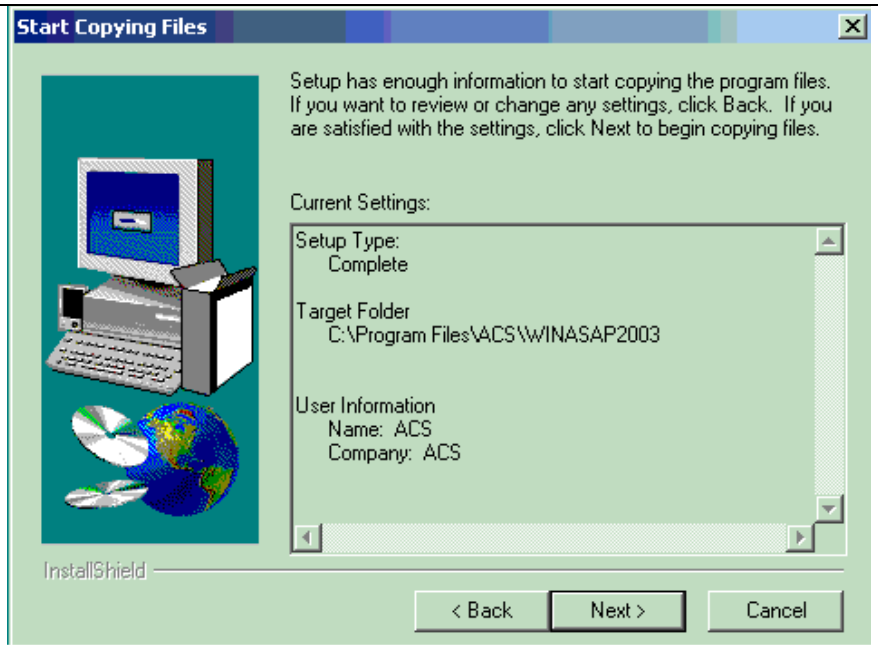
5	The Software License Agreement window displays next. Read through the agreement and click "yes" to accept the terms of the agreement and continue installing WINASAP2003. If "no" is clicked, the install program will terminate.


Software License Agreement
Please read the following License Agreement. Press the PAGE DOWN key to see the rest of the agreement.
WINASAP2003 User License Agreement
WHEREAS , ACS has deveoped WINASAP2003, ar electronic billng software package that enables medical provicers tc file c aims with ACS (hereinafter 'WINASAP2003); anc
WHEREAS, Provider wishes to use & license WINASAP2003 for its busiress use
NOW. THEREFORE, in consideration of the mutual pronises and covenants contained herein and other gocd and valuable consideration, :he receipt and sufficiency o' which is hereby acknowledged, :he parties nereto agree to as follows:
1. License. ACS hereby grants and Provider hereby accepts a non-transfe'able, non-exclusive license to use WINASAP2003 sclely for its own busness use ir electronically submitting medical claims to ACS.
Do you accept all the terms of the preceding License Agreement? If you choose No, Setup will close. To install WINASAP2003, you must accept this agreement.
< Back
Yes
No

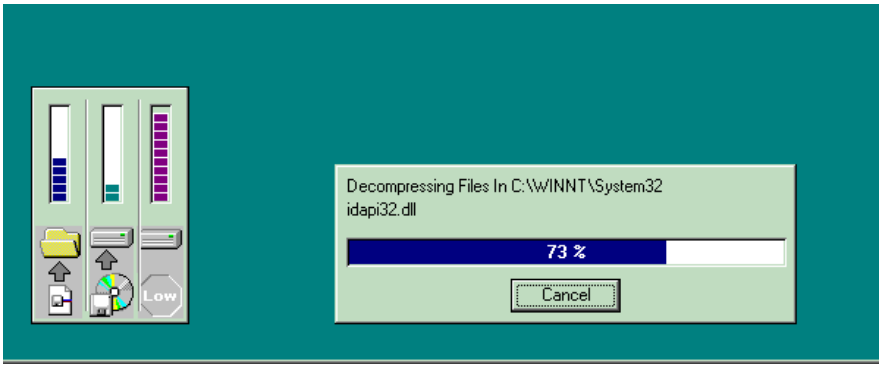
6	The User Information window will display next. Enter your name and the name of your company. Once this information is entered, click **Next**.



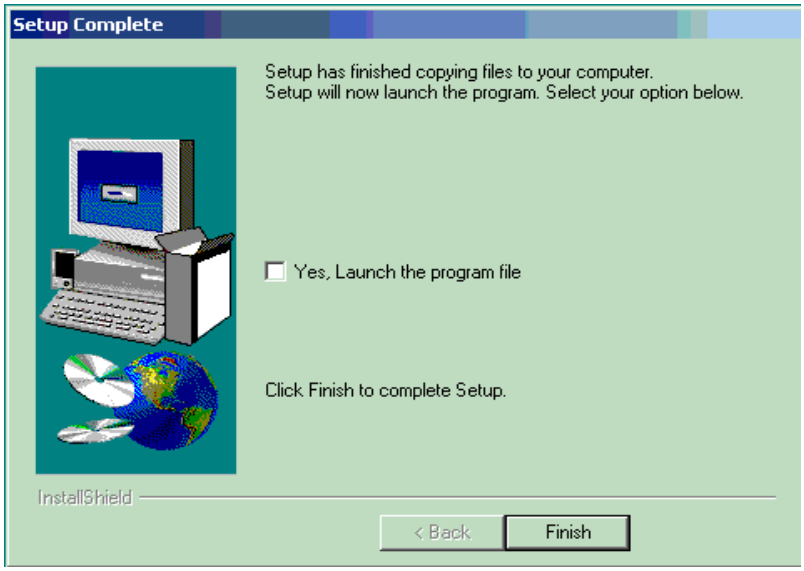
7	The “Start Copying Files” window follows, indicating the current settings you have chosen so far during the installation. Click the **Next** button.


Start Copying Files
Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.
Current Settings:
Setup Type:
Complete
Target Folder
C:\Program Files\ACS\WINASAP2003
User Information
Name: ACS
Company: ACS
InstallShield
< Back
Next >
Cancel

8	WINASAP2003 will begin copying its files to your hard drive.



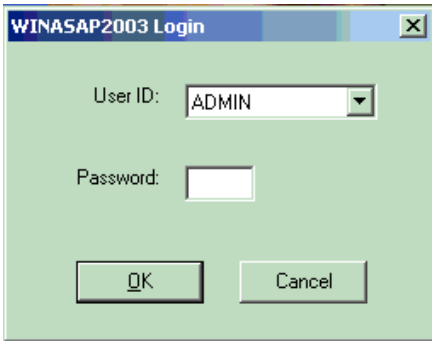
9	You will now see the option to Launch the program. If you place a checkmark in this box and click Finish, it will start WINASAP2003. If you chose to launch the program after you clicked Finish, go to Step 14 Otherwise, go to Step 10.


Setup Complete
Setup has finished copying files to your computer.
Setup will now launch the program. Select your option below.
Yes, Launch the program file
Click Finish to complete Setup.
InstallShield
< Back
Finish

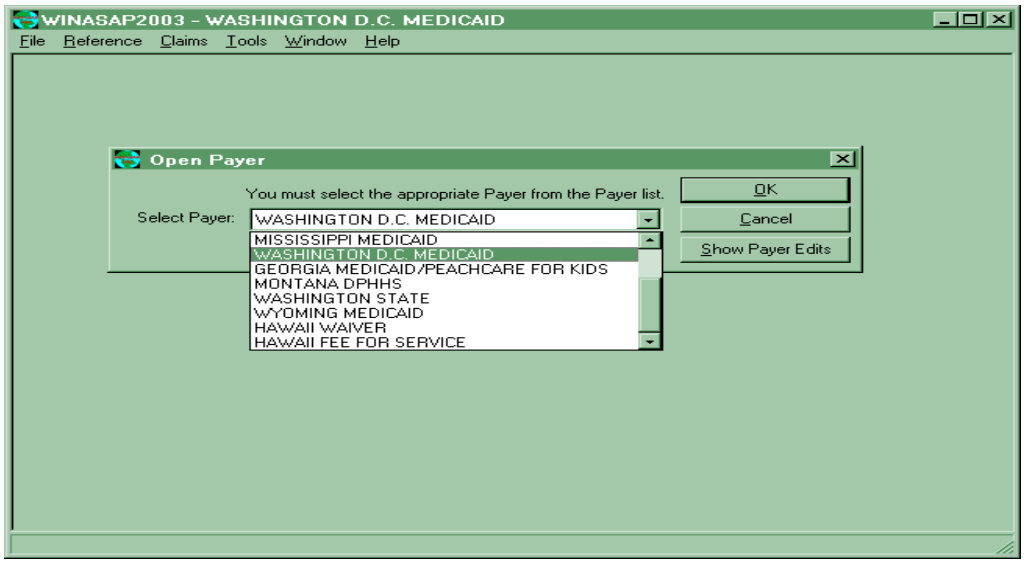
10	Click the Finish button.
11	When WINASAP2003 opens, enter "asap" as the password for the ADMIN user ID, click Ok and then select the payer you will be submitting claims to. This will become the default payer.

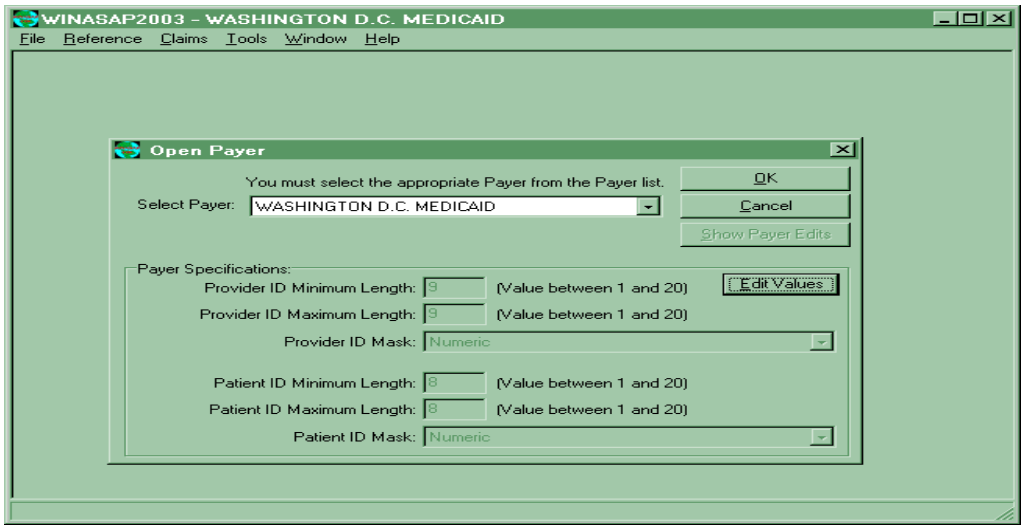
If you did not select "Yes, Launch the program file, then follow these steps to open WINASAP2003:

12	Click on the Windows Start button and select **Programs**.
13	Select WINASAP2003. (This will open the Login Window.)

14	In the User ID field, select the user name from the drop-down list box. (“ADMIN” is the initial default.) 
15	In the Password field, enter your password. (“asap” is the initial default for the “ADMIN” **USER ID**.
16	Click on the **OK** button.

17	The **Select Payer** drop-down box will appear. Select the payer you will be submitting claims to. Once you make this selection, it will become your default payer. You will not need to choose it each time. There is a **Show Payer Edit** button. This will allow you to change the length of the provider number and the type of characters being used for the provider number. Click on the **OK** button.




WINASAP2003 - WASHINGTON D.C. MEDICAID
File Reference Claims Tools Window Help
Open Payer
You must select the appropriate Payer from the Payer list.
Select Payer:
WASHINGTON D.C. MEDICAID
OK
Cancel
Show Payer Edits
Payer Specifications:
Provider ID Minimum Length: 9 (Value between 1 and 20)
Edit Values
Provider ID Maximum Length: 9 (Value between 1 and 20)
Provider ID Mask: Numeric
Patient ID Minimum Length: 8 (Value between 1 and 20)
Patient ID Maximum Length: 8 (Value between 1 and 20)
Patient ID Mask: Numeric

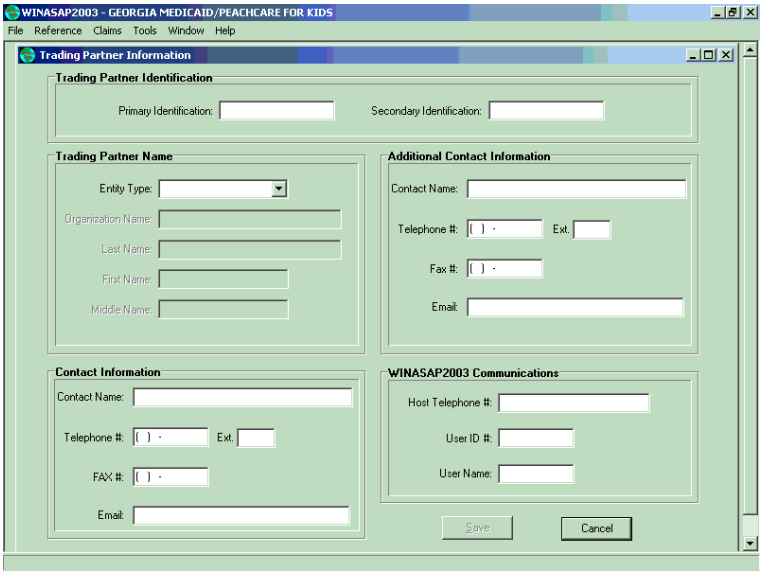
You are now ready to begin updating reference tables or entering claims.

NOTE: WINASAP2003 has a default user ID of "ADMIN" and password of "asap". If you want to use the default user ID, you may. However, if you want to establish different security levels for different users you may do so by following the procedures in the user manual.

3 SETTING UP TRADING PARTNER INFORMATION

WINASAP2003 uses the information you enter in the Trading Partner Information window to uniquely identify your claim data and to provide ACS' EDI Claims Clearinghouse with the information necessary to authorize and accept your claim transmissions.

NOTE: The Trading Partner Information screen must be completed *before* you can successfully submit claims – **THIS IS A REQUIRED STEP**! In the event that your name, address, telephone numbers, or identification numbers change, you can perform these procedures again to update your Trading Partner data.

STEPS	ACTIONS
1	From the WINASAP2003 Main Menu bar, select the **File** option.
2	Select the **Trading Partner** option. (This will open the Trading Partner window.) 
3	In the **Trading Partner Identification** section, complete the following field: • **Primary Identification** field, enter your 5- or 6-digit Trading Partner ID number assigned to you by ACS and press <TAB>. (This is a required field.) • **Secondary Identification** field, enter your 5- or 6-digit Trading Partner ID number assigned to you by ACS and press <TAB>. (This is a required field.

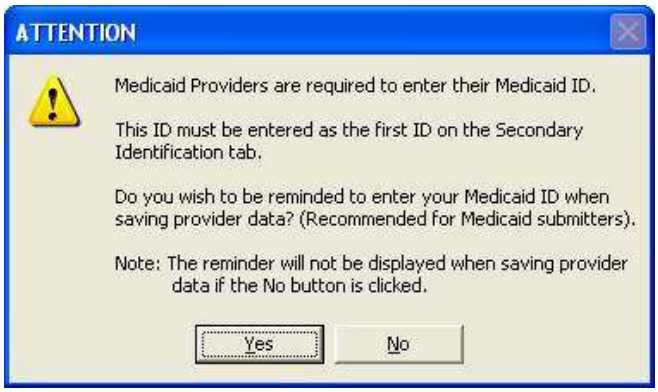
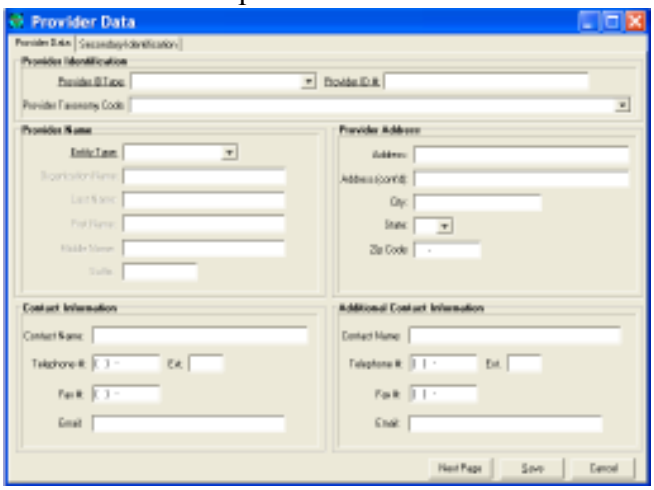
STEPS	ACTIONS
4	In the **Trading Partner Name** section, complete the following fields: • Entity Type. Select the appropriate choice from the drop-down list box. (This is a required field) • Organization Name (if non-person entity selected) or Last Name/First Name (if person selected). (This is a required field.)
5	In the **Contact Information** section, complete the following fields: • Contact Name • Telephone # • Fax # • Email
6	In the **Additional Contact Information** section complete the following fields: • Contact Name • Telephone # • Fax # • Email
7	In the **WINASAP2003 Communications** section complete the following fields: • In the **Host Telephone #.** field, enter ACS' data telephone number as follows: 1800XXXXXXX (or 1800XXXXXXX). If you must dial 9 to access an outside line, enter the telephone number as: 9,1800XXXXXXX. (The comma causes a one-second pause.) You MUST enter the comma between the 9 and the first digit of the telephone number. If your phone line has the call-waiting feature, disable it. (Refer to your local telephone book for instructions.) The following is an example of a number with call-waiting disabled: *70,9,1800XXXXXXX *NOTE*: ***Please refer to your logon sheet for your specific submission phone number.*** ***If your office has a long-distance access code and you are unsure where to enter that number in this field, please call the EDI Support Unit.*** • In the **User ID#** field, enter your 9-digit user ID and press <TAB>. • In the **User Name** field, enter your User Name exactly as it appears on your logon form.
8	Click on the **Save** button to record / update your Trading Partner data.

4 SETTING UP REFERENCE TABLES

Although reference tables are optional, they allow you to key claims faster. Information from the reference tables is used by the system to automatically fill claim fields or to create drop-down list boxes to help you select data field values.

In the following section, you will find an example of setting up a reference table for **Provider Data**.

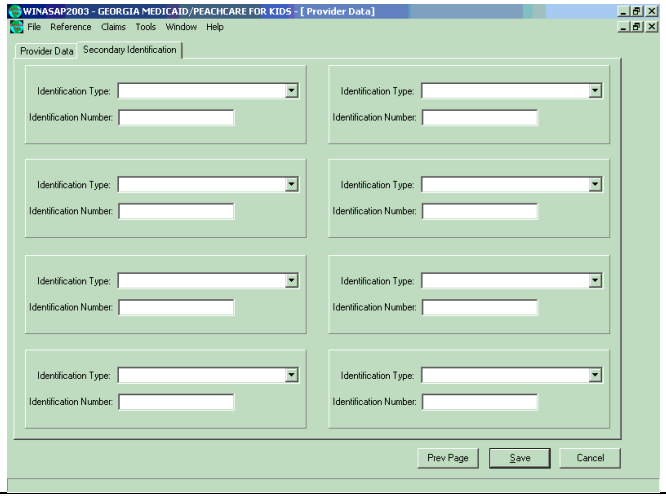
5 SETTING UP PROVIDER DATA

STEPS	ACTIONS
1	From the WINASAP2003 Main Menu bar, select the **Reference** option.
2	Select the **Provider** option. (This will open the Provider List window.)
3	A pop-up was added to the Provider screen. When a user enters the provider screen for the first time after installing the new version, they will see the message box below:  Click Yes if you want to be reminded to enter your Medicaid ID when saving provider data.
4	Click on the Add button. This will open the Provider Data window. 

STEPS	ACTIONS

5	In the **Provider Identification** section complete the following fields:
	• In the **Provider Type** field, select one of the following from the drop-down list:
	  o **Employer Identification Number** – 9 bytes
	  o **HCFA National Provider Identification Number** – 10 bytes
	  o **Social Security Number** – 9 bytes
	• In the **Provider ID #** field, enter the corresponding number as indicated in the Provider Type field, and press <TAB>.
	• In the **Provider Taxonomy Code** field, enter the appropriate taxonomy code, if applicable. Press <TAB>.

6	In the **Provider Name** section complete the following fields: • Entity Type. Select the appropriate choice from the drop down list box (This is a required field) • Organization Name (if non-person entity selected) or Last Name/First Name (if person selected). (This is a required field.)
7	In the **Provider Address** section complete the following fields: • Address. Enter the provider's physical address and press <TAB> • Address con't • City. Enter the name of the city in which the provider's practice is located and press <TAB> • State. Use the drop-down list box to select the state in which the provider is located and press <TAB • Zip Code. Enter the postal zip code for the provider's office address and press <TAB>
8	In the **Contact Information**, section complete the following fields: • Contact Name • Telephone # • Fax # • Email
9	In the **Additional Contact Information**, section complete the following fields: • Contact Name • Telephone # • Fax # • Email

10	Click the **Next Page** button to enter **Secondary Information**. At least one secondary identification is required. **If you are a MEDICAID provider you must enter your MEDICAID information in the first field on this page**. You may enter up to 8 secondary identifications. • Select the **Identification Type** from the drop-down list. • Enter the **Identification Number** in the next field. Examples of secondary identifications include: Medicare ID number, State License Number, and Social Security Number. 
11	Click on the Save button to save your information and return to the Provider List window. Providers are listed in order by the Social Security Number or Employer Identification Number.

CONGRATULATIONS! You have successfully installed and performed the basic setup requirements to begin entering claims! Two easy steps will now allow you to send claims:

- Enter claim data
- Send claims to ACS

Additional Notes: Please ensure that your PC has a modem and printer set up in Windows. Refer to the *Help* function on the top menu bar in WINASAP2003, or the User Manual for more detailed instructions on setting up the program, navigating WINASAP2003, sending claims, printing reports, and applying the utilities functions.

6 PRINTING USER MANUAL

To print the User Manual you must have the latest version of Adobe Acrobat Reader Version installed on your PC. If you do not have it, you can go to http://www.adobe.com and download the appropriate program. You can then view and print the User Manual.

The Users Manual by going to the www.acs-gcro.com website. Select the "WINASAP2003" link and then to go "Manuals & Guides" link.